

Wisconsin EMS Service Directors Course

The Wisconsin EMS Unit is proud to announce the next Service Directors Training Course. This one day program has been developed with the assistance of the EMS Board and the Systems Development Committee and its purpose is to educate new and experienced service directors in their role and provide a foundation of knowledge for operating an EMS service. Successful completion of this course will provide 8 hours of continuing education. Please see the attached information regarding schedule and topics covered.

Registration will be done through the WI-Train website available at <http://wi.train.org>. There are limited spots and certificates for continuing education will only be issued through the WI-Train Website.

WHEN: Friday September 7, 2012
0830 to 1700 Hrs
(Registration starts 30 minutes prior)

WHERE: Northeast Technical College
SC 132
2740 W Mason St
Green Bay WI 54307

COST: FREE

REGISTRATION: <http://wi.train.org> Course ID **1026712**

REGISTRATION DEADLINE SEPTEMBER 3, 2011 NOON

No snacks or meals will be provided so please plan accordingly.

AGENDA

0800-0830 Hrs	Registration
0830-1000 Hrs	Program Part 1
1000-1015 Hrs	BREAK
1015-1130 Hrs	Program Part 2
1130-1230 Hrs	LUNCH on your own
1230-1330 Hrs	Program Part 3
1330-1345 Hrs	BREAK
1345-1445 Hrs	Program Part 4
1445-1500 Hrs	BREAK
1500-1600 Hrs	Program Part 5
1600-1615 Hrs	BREAK
1615-1700 Hrs	Wrap-up and Adjourn

Times are approximate except for start time of 0830 Hrs

Covered Topics

Website A-Z	Billing and reimbursement
Statutes	Grant writing & fundraising
Administrative rules	Recruitment
Scopes of practice	Retention
Funding	Interviews
E-Licensing	Orientation
WARDS	Employee handbook
Forms	SOP's & SOG's
Protocols	Employment laws
HIPPA	Organizational Chart
Service awards programs	Employee Records
Public Safety Officers Benefits programs	Blood borne Pathogens
Technical Colleges & Training Centers	Respirator Fit testing
Other resources	TB Testing
Medical director's role	Immunizations
General Operations	EMS Agency Drills Communications
Infection control	drills
Communications and dispatch	Skills Review
Transportation	MCI Drills
Education and training	Developing Community support
Quality Assurance	Community Education
Data Collection	Fundraising
Interfacility transports	Special Events
Special Events	Community Image
Finances	Websites, newsletters, social media
Personnel Management	Community & Patient Surveys
OSHA training	Partnering with elected officials
General Training	Developing relationships
Public Outreach	Press releases
Marketing	Media management during and
Media relations	emergency
Operational budgets	Media Policy Development